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UNITED STATES MISSION - BOGOTA
VACANCY ANNOUNCEMENT

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No. 047

Job vacancy

May 28, 2010

OPEN TO: All Colombian Candidates

POSITION: PERSONNEL ASSISTANT
(0011857M)

OPENING DATE: Friday, May 28, 2010 at 8:00 a.m.
Bogota Time

CLOSING DATE: Monday, June 14, 2010 at 4:00 p.m.
Bogotá Time

WORK HOURS: Full time; 40 hours/week

SALARY: FSN/PSC-7 Col. Ps. \$31,594,550.00-
ColPs.\$52,131,002.00

Final salary determination based on incumbent documented salary history, not to exceed the maximum amount established in this advertisement.

TO APPLY

- If you meet all the requirements for this position, please submit a Foreign National Employment application form no later than the closing date at 4:00 p.m. Eastern Standard Time.
- Applicants may attach copies of any other documentation (e.g. cover letter, essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.
- Applicants must request an application form at the Embassy reception desk or you may print it out by accessing the Embassy web page:

<http://bogota.usembassy.gov> under “Recursos Humanos-Vacante”. The form may be requested via e-mail at: BogotaHR@usaid.gov

SUBMIT APPLICATION TO:

American Embassy
c/o USAID Human Resources Section
Carrera 45 No. 24B - 27
Bogota, Colombia

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

APPLICANTS WHO ARE NOT SELECTED FOR INTERVIEWS WILL NOT BE CONTACTED.

PROFILE OF THE POSITION

The U.S. Agency for International Development is seeking an individual for the position of Personnel Assistant Human Resources for the Executive Office (EXO).

BASIC FUNCTION OF POSITION

This position is located in the Executive Office USAID/Colombia. The primary purpose of this position is to serve as the principal assistant to the Deputy EXO and Human Resources Assistant. Incumbent serves as Human Resources Clerk and back-up to the Human Resources Assistant. Provides personnel support and services to all USDH, USPSC/TCN, and FSNPSC staff. Incumbent also provides services to Institutional Contractors. Assists the HR Assistant in the preparation of budgets, Personal Service Contracts (PSCs) for FSNs, for US and TCNs. He/she drafts correspondence, is the file custodian of the Human Resource office, follows up on personnel issues as assigned. As the Deputy EXO Assistant, gives support in the various reports the EXO office is tasked for and help on following up on the assignments of housing, rental payments and utilities.

MAJOR DUTIES AND RESPONSIBILITIES:

As a USAID employee, the incumbent carries responsibility to understand and incorporate the Agency's five core values in all aspects of his/her work. These core values are: 1. Customer Focus, 2. Managing for Results, 3. Empowerment and Accountability, 4. Teamwork and Participation, and 5. Valuing Diversity.

EXO Clerk

30%

- Assists the Deputy EXO in preparing and managing residences assigned to the Mission. This position will support in following up on payments of rents, leasing agreements, assignments, and payment of utilities.
- The incumbent will help in searching for data, and filling the various reports that the EXO office is requested to issue. Follows up on the OE budgets, BFEM, ICASS and Web Tool reports.
- Prepares and follows up on the various procurements requests for the office. Helps in the follow- up and assignment of Fund Cites to the various procurement requests.
- Is in charge of the D/EXO files. Sends Staff Announcements and various communications to Mission staff. Helps organize meetings, training and official activities such Conferences, and awards ceremonies.

Human Resources Clerk

70%

- Serves as back-up to the Human Resources Assistant.
- Serves as back-up Mission liaison with the Embassy Human Resources Office (HRO) on all matters related to Foreign Service National and US/TCN staff.
- Keeps informed of local labor law, practices, policies, and regulations.
- Provides advice and assistance to supervisors and subordinates, as required, on personnel policies and regulations, such as preparation of Performance Evaluation Reports, Work Objectives, etc. Follows up the due dates list of these activities in order to assure timely compliance by the Supervisors.
- Assists the HRA in administrative activities relating to recruitment and hiring processes: receipt/file of applications, preparation of score sheets, distribution of applications to members of selection committees, scheduling interviews, budget preparation and, elaboration of Personal Services Contract.
- Assists the HRA in maintaining the Mission's Automated Mission Staffing Patterns.

- Assists the HRA in his/her functions as the Mission's Training Officer and serves as alternate HR representative in the Mission's Training Committee.
- Under the supervision of the HRA, is responsible for the international travel arrangements of USDHs, TCNs, and USPSCs relating to Home Leave, R&R, Transfer, and Emergency Visitation Travel, Emergency Evacuation, Medical Evacuation, etc. Advises staff of travel regulations, weight allowances, etc.
- Coordinates and/or prepares diplomatic notes with the HRO in the Embassy regarding arrivals, departures, visas, exonerations, and official ID's and driver's licenses of USDH, USPSC/TCN and Institutional Contractors. For this purpose, maintains close and direct contact with the Embassy HRO staff.
- Serves as the Human Resources Office file custodian.
- Performs all other duties necessary for the achievement of the results as required.

REQUIRED QUALIFICATIONS:

Note: Candidates who do not meet these required qualifications will not be considered.

a. Education:

A high school education is required.

b. Prior Work Experience:

Minimum three years as Administrative Clerk, mainly in the Human Resources Area.

d. Language Proficiency:

Level III in English and Spanish.

e. Knowledge:

Must have a strong knowledge or the ability to learn and interpret USAID rules and regulations relevant to personnel administration. Must have good knowledge of personnel management and of local labor laws.

f. Abilities and Skills:

Must possess strong analytical, communication and interpersonal skills. Demonstrated ability to establish and maintain effective relationships at all levels within the Mission and with counterparts, implementing partners, and contractors, and with high/middle level officers at the Consular section and the Embassy. Must have a high level of diplomacy and negotiation and persuasion skills. Must be customer service oriented. Must be able to distinguish real from imaginary problems and to be able to respond sympathetically to each and resolve both in timely and positive manner. Must have strong computer and writing skills. Ability to multitask, prioritize and high develop ability to switch tasks easily. Numerical skills are required and must have excellent filing skills.

g. Post Entry Training:

USAID personnel policies, rules and regulations. Available USAID training relating to personnel management. On-the-job training on USAID personnel practices and day-to-day work.

POSITION ELEMENTS

a. Supervision Received:

Receives day-to-day supervision from the Human Resources Assistant, who assigns work primarily on a long-range basis. Work performed for Deputy Executive Officer according with instructions. Incumbent is rated according to the level and quality of support provided. Guidance is increasingly less specific in nature as incumbent develops expertise in the function.

b. Available Guidelines:

Appropriate sections of USAID's Automated Directives System (ADS), Mission Orders and other established USAID/Colombia and Agency administrative policies, procedures and regulations.

c. Exercise of Judgment:

Sound judgment is required in providing guidance and identifying problems and issues and in making recommendations for their reorientation and when to report the problem, with recommendations, to the HRA.

d. Authority to Make Commitments: None

e. Nature, Level and Purpose of Contacts:

Daily contact with all Mission staff, especially Office Chiefs and COTRs; frequent contact with Embassy Human Resources and Consular staff; eventual contacts with counterparts, implementing partners and contractors, GOC officials (International Cooperation Agencies and Ministry of Labor) and private sector business executives as needed.

f. Supervision Exercised:

This is a non supervisory position.

g. Time Required to Perform Full Range of Duties:

One Year.

SELECTION CRITERIA

20 points: Work experience demonstrated in office administration practices and procedures.

20 points: Evidence of strong English/Spanish writing and oral skills.

30 points: Demonstrated ability to juggle competing demands and prioritize work accordingly.

30 points: Interpersonal and organizational skills. Demonstrated teamwork ability and computer skills.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

**APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES
SECTION OF THE US AGENCY FOR INTERNATIONAL DEVELOPMENT BY
JUNE 14, 2010 AT 4:00 P.M. BOGOTA TIME**

It is the policy of the Agency for International Development to provide equal opportunity in employment for all *people*; to prohibit discrimination because of race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation; and to promote the full realization of a

diverse workforce and equal employment opportunity through a continuing diversity enhancement program in the Agency.